

Suffolk User Forum

(a company limited by guarantee)

Annual Report and Financial Statements

Year ended 30 June 2013

SUFFOLK USER FORUM
(a company limited by guarantee)

Annual report and financial statements for the year ended 30 June 2013

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SUFFOLK USER FORUM
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Annual report and financial statements for the year ended 30 June 2013

Charity registration number: 1133457

Company registration number: 06946785

Registered office and operational address:

St Clements Hospital
Foxhall Road
Ipswich
Suffolk
IP3 8LS

Trustees

Miss J E Wright	(Chair)	(appointed 4 October 2011)
Mr I Hartley	(Vice Chair)	(appointed 20 October 2011)
Mr D Whitefield	(Treasurer)	(appointed 9 October 2012)
Ms S Webb		(appointed 10 September 2012)
Mr J Stern		(appointed 21 March 2013)
Mr D Jones		(resigned 21 March 2013)

Company Secretary

Mr N Moyes (Company Secretary) (appointed 21 March 2013)

Staff team

Mrs J E Davey	Project Coordinator	(appointed 3 September 2012)
Mr P Athwall	Project Administrator	(appointed 23 July 2012)

Independent Examiner

CL Bassett FCA DChA,
Izod Bassett, Chartered Accountants, 105 High Street, Needham Market, IP6 8DQ

Bankers

Lloyds Bank, Lloyds Avenue, Ipswich, Suffolk IP1 1DG

Solicitors

Prettys, Elm House, 25 Elm Street, Ipswich, Suffolk IP1 2AD

SUFFOLK USER FORUM
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Report of the trustees for the year ended 30 June 2013

The Trustees, who are also directors of the charitable company for the purposes of company law, present their annual report and financial statements for the year ended 30 June 2013. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing Document

Suffolk User Forum (SUF) is a charitable company limited by guarantee, incorporated on the 29 June 2009 and registered as a charity (Registered number 1133457) on the 5 January 2010. The company was established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up voting members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Trustee Board

The directors of the company are also charity trustees for the purposes of charity law and under the company’s Articles are known as members of the Trustee Board. Under the requirements of the Memorandum and Articles of Association the charity may by ordinary resolution appoint a person who is willing to be a Director and determine the rotation in which any additional Directors are to retire. The Directors also may appoint a person who is willing to act to be a Director. The appointment of a Director, whether by the charity in a general meeting or by the other Directors must not cause the number of Directors to exceed the number fixed, (12) as the maximum number of Directors.

Suffolk User Forum’s Trustee Board seeks to ensure that the organisation’s desire to remain service user led is appropriately reflected through the diversity of the trustee body. 75% of the Trustee Board have used or currently use mental health services.

Traditional business, mental health and social care skills are well represented on the Trustee Board. Individual approaches are made in order to attract people willing to offer themselves for election to the Trustee Board.

Trustee Induction and Training

Potential trustees are invited to meet SUF Trustees to familiarise themselves with the charity and the context within which it operates. These meetings are jointly led by the Chair of the Trustee Board and the Vice Chairman of the charity. Trustees appointed at a General Meeting join the Trustee Board and are given documents that cover:

- The obligations of Trustee Board members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- The organisation’s objectives and future plans
- The latest SUF quarterly Newsletter which publishes the work of the organisation

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Report of the trustees for the year ended 30 June 2013 (*Continued*)

Trustee Responsibilities

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and its income and expenditure for the year.

In preparing those financial statements, the trustees are required to select suitable accounting policies, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk Management

The Trustee Board has conducted a review of the major risks to which the charity is exposed. These are detailed in a SUF Risk Management Statement prepared to manage the extension of the charities areas of engagement and the restructuring of its management and procedures. The Risk Management Statement has been drawn up following the guidance in Charities and Risk Management – a Funding & Finance guide to Trustees published by the Charity Commission. This was prepared in March 2013 and will be reviewed in July 2013. It details all potential risks to the organisation, actions already taken and additional actions are proposed where appropriate. The systems and procedures that have been established aim to manage the risks the charity faces. The Trustee Board and the Funders agreed to suspend engagement activity for a short period during the year as the new service profile with the commissioners was developed. The current Service Profile has been operational from the 1st October 2012 and will be in place until the 30th September 2014.

Procedures are in place to ensure the health and safety of staff and visitors to the charity's premises and other premises utilised by the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Operational Structure

SUF has a Trustee Board of 5 members plus a newly appointed Company Secretary who met in excess of twelve times during the year and are responsible for the strategic direction and policy of the charity. Board members are all from a variety of backgrounds relevant to the work of the charity. Board members are all experienced in the delivery of mental health services whether as service users, carers or have experience of delivering mental health services from either a third sector or statutory perspective.

A scheme of delegation is in place and the day-to-day responsibility for the provision of the services rests with the Chairman along with the Staff Management Team.

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Report of the trustees for the year ended 30 June 2013 (Continued)

The SUF Project Coordinator and Trustee Board are responsible for ensuring that the charity delivers the services specified and that the service level agreement is met. The Senior Management Team has responsibility for the day-to-day operational management of the organisation, individual supervision of the staff team and also ensuring that the team continues to develop their skills and working practices in line with good practice.

Related Parties

The charity has no related parties. However plans for the year have addressed operational relationships with the Suffolk Coalition of Disabled People and with Healthwatch Suffolk. Exploration of working relationships with other like-minded organisations has commenced with group affiliation status and group ally status being considered. These mechanisms can maximise the potential influence of the organisations by acting from a wider membership base.

Public Benefit

The Trustee Board has paid due regard to the Charity Commission guidance on public benefit. The Trustees are confident that SUF's mission to gather, record, collate and represent the experiences of mental health service users about mental health service provision in Suffolk and parts of Norfolk is in accordance with the regulations on public benefit.

Objectives and Activities

Suffolk User Forum's aims are to gather and represent the experiences of mental health service users about mental health service provision in Suffolk.

The charities objects are:

1. To promote the physical and mental health of persons suffering from mental illness of any description that are living or receiving services in Suffolk through the provision of financial assistance, facilities, equipment, support services, education and practical advice;
2. To advance the education of the public in all areas relating to persons suffering from mental illness of any description;
3. To advise in the treatment care and rehabilitation of persons suffering from mental illness of any description that are living or receiving services in Suffolk by provision of facilities for work and recreation. (Memorandum of Association page 1).

To facilitate this activity we are committed:

1. To engage with the population of Suffolk to obtain reference, from the widest range of groups, evidence about their experience of mental health services.
2. To collate the views and experiences of those mental health service users; to analyse the findings and formulate these into clear statements that highlight the strengths and weaknesses within mental health service provision.

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Report of the trustees for the year ended 30 June 2013 (*Continued*)

3. To represent the service user views about existing service provision along with considered options for better services with service providers and commissioners, by:
- Actively encourage equal opportunities for all mental health service users and potential service users to maximize the opportunity for timely, effective care.
 - Achieving an engagement process that provides creative solutions and highlights good mental health practices that bring benefit to all.
 - Being exposed to the widest possible number of groups in Suffolk, especially hard to reach groups to support them to express their needs.
 - Developing and keeping current, a data base of resources which have an evidence base of supporting the mental health of individuals from backgrounds and cultures relevant to the population of Suffolk.
 - Providing a variety of opportunities (written and holding awareness events) for the people of Suffolk to access information about the choices available to support their mental health.
 - Become the recognised voice of and for service users about mental health provision in Suffolk and relevant surrounding area.

Achievements and performance

Operational activity:

During 2012 representatives of Suffolk User Forum worked to restructure the organisation to widen the scope of its activities, whilst continuing to promote the voice of service users and maintain its values and principles as a service user led organisation.

We were able with the help of the Suffolk Association of Voluntary Organisations (SAVO) to complete the plans developed in the SUF Project Implementation Document and are now being put into action as we have implemented the changes sought by Suffolk County Council (SCC) and Suffolk Primary Care Trust (PCT).

Re-launch of SUF event 21st September 2012:

The Board of Trustees hosted a successful re-launch event in September at Suffolk Family Carers Café at Claydon. SUF was welcomed back onto the mental health map as the service user voice for mental health in Suffolk. SUF's new staff led the evening event and Sallyanne Webb a SUF Trustee designed the relaunch activity and mounted a wonderful art display produced by mental health service users.

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Report of the trustees for the year ended 30 June 2013 (Continued)



Sallyanne Webb at the re-launch (middle) and some of the art displays

Recruitment (Staff & Volunteers):

- SUF now has a team of sessional workers and volunteers covering both West and East of the county of Suffolk.

This has enabled Suffolk User Forum's work to increase substantially with the appointment of its Senior Management Team followed by the restructured organisation's relaunch.

SUF's funding remains from Suffolk County Council (SCC) and NHS Suffolk and its successor organisations (Ipswich & East Suffolk Clinical Commissioning Group and West Suffolk Clinical Commissioning Group) for two years and they are currently the sole contributors to the resource base for delivering the Service Profile.

Developing an educational resource:

SUF is aware that to deliver some of its anti-stigma and related educational work it must seek other income streams and has made application to funding bodies for project work. The project described here is called "Behind the Curtains" and was developed from the meetings facilitated by SUF consisting of open discussions amongst members who express frank and revealing experiences.

These forums, for many members go a long way towards aiding recovery. The beneficial impact of such an experience is largely limited to those attending and for many it can be difficult to attend in person. As SUF members are strongly committed to informing the public view about mental illness twelve of the group wish to "tell their stories" to create a 15 minute DVD and Resource Pack that can be used for education in many areas. The project fits with the Education authorities PSHE curriculum and the group would visit schools to discuss and answer questions about what it is like living with mental illness. Local Businesses Organisations will be asked to promote the Resource Pack and screen at business meetings to show employers that mental illness need not be a barrier to employment. As SUF members are able to talk about the experiences in person the resource pack has the potential to be sold to help finance the expenses incurred by members attending such sessions and the costs to create further stories for the SUF web site. The Resource Pack would consist of facts/figures, ideas on activities and a transcript of the DVD would be available via the web site as a PDF file. For service users unable to attend sessions, copies of the DVD will be sent to organisations SUF works in partnership with to enable them to run their own sessions for both staff and the community.

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Report of the trustees for the year ended 30 June 2013 (*Continued*)

This project consists of three parts: filming and editing interviews with group members, developing a "Resource Pack" to complement the DVD and updating the SUF web site to include the individual video stories in the DVD and additional stories of people not yet able to be comfortable when videoed.

For people with mental health issues there are hurdles for them to overcome and it gives them an opportunity to improve their confidence, communication skills and self-esteem. To gain the funding and complete the project will be recognition of the success they have had in their struggle with mental ill-health. A short DVD of "Recovery Stories" part of the above Life Stories project was screened by SUF service users. This was produced by SUF in conjunction with David Jay from Alpha Films. The DVD Clips were shown at The Museum of East Anglian Life under the St Audrey's project.

Examples of working in partnership with others:

Personality Disorder Workshops and SUF AGM March 2013 –

- Workshops exploring the problems faced by Service Users with Personality Disorder. In particular: What help they need? And what does help look like for them? This workshop was supported with personal stories; the pain and the crisis experienced by people and their families and with expertise from Reg McKenna and staff from the Haven, Essex.

Consultation with the local Norfolk and Suffolk Foundation NHS Trust –

- SUF staff and members have been intensively involved in supporting service users to engage with the recent proposed changes to the delivery of mental health services in Suffolk. Some changes have occurred as commissioning contracts have changed and new services have come on stream and some are in response to the new Trust Service Strategy and Payment by Results Care package development.

NSUN Conferences -

- Two events in April 2013 were chaired by a SUF member and Debbie Roberts, an independent consultant, had helped to set them up. There were 62 delegates in Bury St Edmunds and 71 in Kesgrave. SUF was one of the seven local organisations supporting the events. This included Clinical Commissioning Group, Suffolk Mind, SCODP, NSFT, NSUN and National MIND who have produce a consolidated report. The key messages for mental health care provision were:
 - To communicate better
 - Not to re-invent the wheel and
 - To work alongside other organisations.

Welfare Changes Workshop -

- Workshop organised to prepare for an Ipswich Borough Council meeting to address issues arising from the recent national changes in Benefit system. Service users attended the workshop which was supported by a Benefits Advisor from Suffolk Coastal District Council.

New office accommodation in Bury St Edmunds -

- On Friday, 12th April 2013 after nearly 10 years of SUF office accommodation with the Norfolk and Suffolk Foundation Trust, our Bury Project Assistants moved. The move was from Suffolk User Forum's Bury St Edmunds office at the Trust's Hospital Road site to new accommodation with mental health partners Suffolk Mind at Long Brackland also in Bury St Edmunds.

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Jacqui Fairley (SUF's longest and most active member in West Suffolk) and Karen Lane Project Assistants cutting the celebration cake. This change is seen as an opportunity for the new SUF in West Suffolk to be autonomous, independent and community based.

Suffolk Radio Interview -

- Suffolk Radio and SUF have worked together for a programme covering issues around the suicide strategy in the county and how service users felt about the support they received. SUF staff and a Trustee were able to highlight the issues from a service user perspective and for other service users concerned about the work of the crisis team in the County. It was noted that Healthwatch Suffolk had similar comments. These were similar issues raised at the Personality Disorder workshop in March. NSFT representatives are now asking to work with SUF to seek positive solutions to models of crisis care.

Healthwatch Suffolk & SUF Working Together for Service Users -

- Suffolk User Forum has been working closely with Healthwatch Suffolk to ensure that service user views help shape the development of NSFT services. Healthwatch Suffolk is charged with representing the views of the public over the full range of health and care services and has statutory powers of accessing information and carrying out `Enter and View` visits. Close collaborative working between SUF and the Healthwatch Mental Health Focus Group (established earlier under Suffolk LINK) has focused on promoting much greater involvement of service users in the development of the new NSFT service strategy. A particular initiative has addressed Crisis Support services with a joint working group, involving service users, now established with NSFT aimed at developing an improved and more `customer friendly` service. SUF also recently supported highly successful launch events for Healthwatch. Both organizations are strongly convinced that `together we are stronger` and that partnership working is the key to ensuring effective service user engagement in the future development of services. All service users are invited to contact either SUF or Healthwatch with their experiences so that the fullest view on service provision can be obtained.

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Report of the trustees for the year ended 30 June 2013 (Continued)

Suffolk User Forum Governance:

PQASSO Implementation

An initial review for quality assurance purposes has been carried out by the Project Administrator in line with the PQASSO Manual. It was agreed with SUF funders that SUF would implement a Quality Assurance system. Trustees and Staff will continue to develop the system following training on the system.

Examples of Training attended by trustees and staff: (Numbers/job role attending courses shown in brackets)

- SUF Trustees and staff have attended a SAVO course on:
 - The role and responsibilities of Trustees. (all)
 - PQASSO Introduction training session (5 including Trustees)
 - Peer Support Network (3)

- Project Assistants have completed:
 - Emergency First Aid (1)
 - Key Understanding Framework for Personality Disorders (1)
 - Mental Health First Aid Course (4)
 - Peer Support Network (1)
 - SUF Induction (5)
 - Spirituality and Mental Health UEA (1)

- Staff have completed the following courses

Community Action Suffolk (SAVO) run courses on -

- Managing your Organisation's Finances (Project Administrator)
- Introduction to Quality Standards (Project Coordinator / Project Administrator)
- Organising and Managing Events (Project Coordinator / Project Administrator)
- Level 2 course in Health and Safety (Project Administrator)
- Fundraising (Project Coordinator)
- Emergency First Aid (Project Coordinator)
- Key Understanding Framework for Personality Disorders.(Project Coordinator); and
- Mental Health First Aid Training. (Project Coordinator)

Financial Review

The charity's income, comprising grants from Suffolk County Council (pooled fund), increased by 63% on the previous year. Expenditure was reduced by 9% resulting in net outgoing resources for the year of £148 This small deficit has been met from the funds brought forward.

Principal Funding Sources

The charity's income is received under a funding agreement with Suffolk County Council and NHS Suffolk and its successor organisations (Ipswich & East Suffolk Clinical Commissioning Group and West Suffolk Clinical Commissioning Group) via the Pooled Fund.

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Report of the trustees for the year ended 30 June 2013 (Continued)

Investment Policy and performance

The charity's policy is to invest any surplus funds in a fixed term bank deposit. As SUF requires access to its funds at relatively short notice there are few funds available for long term investment. Sufficient funds are held in the current account to cover each month's predicted expenses.

Reserves Policy

The Trustees are aware that their funding has decreased for the next two years but remain committed to providing the current service level and have utilise some of the reserves during this period. The Trustees will ensure that the charity has sufficient funds to enable it to continue as a going concern.

The unrestricted funds at 30th June 2013 are £41,872 which represents 8 months core expenditure. The Trustee Board will continue to review the Reserves Policy during the forthcoming year in light of expected office accommodation relocation.

Plans for the future

• **Membership**

- The current lengthy membership application form is said to discourage some people from joining SUF. Alternative ways to attract people to join an email list to encourage more service users to get engaged with SUF and its work is to be explored; all options that could at a later date lead to full membership.
- To also continue to invite individuals to SUF Trustee Meetings to learn more about the work of SUF and with the aim of attracting new Trustees with both wider and some specific skills and experiences

• **Location of East Suffolk SUF Office.**

The closure of St Clements Hospital the organisation's Ipswich base is expected this year. Discussions have been held with NSFT about alternative office accommodation in the Trust. No suitable alternative has yet been identified and other community based venues will be explored.

• **SUF Web-site**

The issue of whether the current arrangement provides a suitable technical environment to deliver a fit-for-purpose service to meet SUF aspiration over the next five years has been considered. Action is to be taken to determine how to achieve the level of information/communications requirements seen as necessary by SUF.

• **What is in a name?**

People that use mental health services in Suffolk have expressed dissatisfaction with the name they are called – that is service users. They ask are we patients, service users, consumers, clients, customers, members, or simply like everyone else 'people'? These are conversations and questions that SUF members have been increasingly asking at SUF forums, in correspondence and at SUF events. The exploration of this view will continue in the future and it is anticipated will result in further discussions about a name change for the organisation.

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Report of the trustees for the year ended 30 June 2013 (*Continued*)

• **SUF AGM – Date and Venue**

The SUF Trustee Board has agreed to move the next AGM to November 2013. This is to reduce the time between the end of the financial year and the AGM when the Annual report and financial report are presented to members.

• **Policies & Procedures**

- 16 Policy and Procedure documents have been completed with some further work required to progress documents covering Recruitment, ICT and some financial process protocols.
- Further work to embed the PQASSO system is required to identify areas where SUF does not fully meet requirements and to ensure that any priority areas have an action plan and are used to inform an Annual Plan and the SUF five year plan.

• **Trustee Appraisal**

Appraisals for Trustees will commence in the coming year

• **Develop and strengthen partnership working:**

- Tentative discussions have taken place to explore how Healthwatch Suffolk and SUF can build a stronger partnership and develop effective joint working. Practices that build on working together aim to extend the awareness and influence of both SUF and Healthwatch Suffolk.
- Opportunities have been sought to progress the formation of a Service Level Agreement with NSFT regarding the contribution that SUF makes to service user involvement for the Trust in the County of Suffolk.

The Report of the Trustees has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees on 30 August 2013 and signed on their behalf by

Miss J Wright
Trustee

SUFFOLK USER FORUM
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Independent examiner's report to the trustees of Suffolk User Forum

I report on the accounts of Suffolk User Forum for the year ended 30 June 2013, which are set out on pages 14 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charity's Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Direction given by the Charity Commission under section 145(5) (b) of the 2011 Act.
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting requirements of the section 396 of the Companies Act 2006 and with the methods and principles of Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C L Bassett FCA DChA
IZOD BASSETT
Chartered Accountants
105 High Street, Needham Market, Suffolk IP6 8DQ
30 August 2013

SUFFOLK USER FORUM
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Statement of Financial Activities (including Income and Expenditure account)
for the year ended 30 June 2013

	Note	Unrestricted funds	
		2013	2012
		£	£
Incoming resources			
- from generated funds:			
Voluntary income			
Grants and Donations	2	58,093	35,495
Investment income		-	163
		<hr/>	<hr/>
Total incoming resources		58,093	35,658
		<hr/>	<hr/>
Resources expended			
Charitable activities	3		
Direct costs		48,906	54,241
Support costs		8,435	8,163
Governance costs	4	900	870
		<hr/>	<hr/>
		58,241	63,274
		<hr/>	<hr/>
Net incoming (outgoing) resources for the year		(148)	(27,616)
Funds brought forward		42,020	69,636
		<hr/>	<hr/>
Funds carried forward		41,872	42,020
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 16 form part of these financial statements.

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Balance sheet at 30 June 2013

	Note	2013	2012
		£	£
Fixed Assets			
Tangible assets	6	-	-
Current assets			
Debtors	7	16,179	-
Cash at bank and in hand		27,468	42,890
		<u>43,647</u>	<u>42,890</u>
Creditors: amounts falling due within one year	8	<u>(1,775)</u>	<u>(870)</u>
Net current assets		<u>41,872</u>	<u>42,020</u>
Net assets		<u>41,872</u>	<u>42,020</u>
Unrestricted funds			
- General funds		<u>41,872</u>	<u>42,020</u>
		<u>41,872</u>	<u>42,020</u>

The trustees' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this balance sheet.

The notes on pages 13 to 16 form part of these financial statements.

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Balance sheet at 30 June 2013 (continued)

In approving these financial statements as trustees of the charitable company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30 June 2013 and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 386, and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board on 30 August 2013 and signed on their behalf by

Miss J Wright
Trustee

Company registration number: 06946785

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Notes forming part of the financial statements for the year ended 30 June 2013

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008. The financial statements also comply with the requirements of the Charities Act 1993 and with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities".

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for the services donated by volunteers.

Grants have been recognised in the financial statements in the period in which they are receivable and are reflected in restricted or unrestricted funds depending on the conditions attached to them.

Donated services and facilities are recognised in the financial statements at the estimated value to the charity of the service or facility provided. An equivalent amount is included as expenditure under the appropriate heading.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on bases consistent with use of resources. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off each asset over its estimated useful life as follows:

Fixtures, fittings and equipment – 25% on straight line basis

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Notes forming part of the financial statements for the year ended 30 June 2013 (*continued*)

2 Voluntary income

	2013	2012
	£	£
<i>Grants and donations</i>		
Suffolk County Council (pooled fund)	54,593	31,995
Donations in kind	3,500	3,500
	<u>58,093</u>	<u>35,495</u>

The offices used by the charity are provided rent free by the Norfolk & Suffolk NHS Foundation Trust. The trustees gratefully acknowledge this donation in kind which is valued for recognition in the accounts at £3,500 for the year.

3 Resources expended

	2013	2012
	Total	Total
	£	£
Charitable Activities:		
<i>Direct costs</i>		
Staff costs	34,148	-
Project costs	11,581	-
Attendance	-	43,776
Travel	3,177	9,083
Subsistence	-	1,382
	<u>48,906</u>	<u>54,241</u>
<i>Support costs</i>		
Office rent	4,375	3,500
Administrative costs	396	224
Computer costs	170	869
Telephone	198	372
Postage and stationery	1,441	286
Advertising	-	185
Insurance	150	-
Training	222	-
Room hire and Events	763	1,412
Depreciation	-	1,096
Sundries	720	219
	<u>8,435</u>	<u>8,163</u>

SUFFOLK USER FORUM
(a company limited by guarantee)

Notes forming part of the financial statements for the year ended 30 June 2013 (Continued)

4 Staff costs

	2013	2012
	£	£
Wages and salaries	32,892	-
Social security costs	1,256	-
	<u>34,148</u>	<u>-</u>

The average number of staff employed during the year was 2. No employee received emoluments of more than £60,000.

5 Governance costs

	2013	2012
	£	£
Independent examination and accountancy fees	900	870
	<u>900</u>	<u>870</u>

6 Fixed Assets

Cost	Fixtures, fittings & equipment	Total
	£	£
At 1 July 2012 and 30 June 2013	9,988	9,988
	<u>9,988</u>	<u>9,988</u>
Depreciation		
At 1 July 2012 and 30 June 2013	9,988	9,988
	<u>9,988</u>	<u>9,988</u>
Net Book Value		
At 1 July 2012 and 30 June 2013	<u>-</u>	<u>-</u>

SUFFOLK USER FORUM
(a company limited by guarantee)

Notes forming part of the financial statements for the year ended 30 June 2013 (*Continued*)

7 Debtors

	2013	2012
	£	£
Debtors	<u>16,179</u>	<u>-</u>

8 Creditors: amounts falling due within one year

	2013	2012
	£	£
Accruals	<u>1,775</u>	<u>870</u>

9 Share Capital

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company if it is wound up during the time that he or she is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before the time at which he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding £10.

10 Related Party Transactions

The charity reimbursed expenses to one trustee during the year amounting in total to £9 (2012: £2,203).